IOWACARE CASE ACTIONS

Iowa
Department
of
Human Services

OVERVIEW

The purpose of this chapter is to provide the worker with instructions on the coding necessary for the Automated Benefit Calculation (ABC) system to process case-initiated IowaCare actions. See 8-O, IowaCare, for a description of this coverage group.

The first section of this chapter covers case-initiated actions. The information is in a chart with three columns. The first column lists the case actions in alphabetical order. The second column lists the screen fields requiring an entry. The third column consists of specific instructions.

Other Resources Available

Many systems can provide information for you to consider before creating IowaCare-related case actions on ABC. The ABC system may interface with these systems directly or indirectly or may allow access between those systems and ABC. Access to additional systems may be provided through CICS or the Intranet.

The ABC system creates links to some data screens through the IOWA ABC SYSTEM MENU (TD00) or the LINK MENU. The TD00 menu screen allows access to data from the Iowa Central Employment Registry (ICER) by the option BINC=Beginning Income Screen or from the IVER menu. See 14-B(4), IABC SCREENS, for a screen descriptions.

The LINK MENU allows access to other systems. Options displayed on LINK that you may consider viewing for IowaCare-related case actions are:

♦ SSNI, Medicaid Eligibility File. See 14-C, SSNI=MEDICAID ELIGIBILITY FILE.

♦ IEVS, Income Eligibility Verification System. See 14-G, *EXCHANGE OF DATA WITH OTHER AGENCIES*.

♦ SDXD, State Data Exchange. See 14-E, *SSI STATE DATA EXCHANGE*.

♦ ICAR, Child Support Recovery. See also XIV-D, *IOWA COLLECTION AND REPORTING SYSTEM*.

♦ SSBI, Buy-In Information. See 14-C, SSBI=BUY-IN SYSTEM.

♦ OVPY, Overpayment Recoupment. See also 6-G, *OVERPAYMENT RECOVERY SYSTEM*.

The CICS system allows viewing access to Iowa Workforce Development (IWD) screens. Access to the Eligibility Tracking System (ETS), the Change Reporting System, and Vehicle Registration and Titling (VRT) screens is available through the DHS Intranet.

Eligibility Determination

Workers must determine the nonfinancial eligibility factors (such as citizenship and residency) for IowaCare.

Time Limits

The Medicaid eligibility file (SSNI screens) shows data two years back from the current system month. ELVS (the audio-response eligibility verification system) has data six months back.

CASE-INITIATED ACTIONS

When instructions for TD03 read "Complete any needed demographic information," check the following screen fields and make entries if applicable: (See 14-B-Appendix, TD03.)

STATE ID	CIT	SSN
FIRST NAME	US	SSN CLAIM NO
LAST NAME	ID	MP
TI	MAR	UNB
BIRTH	REL	UNB/DUE
ST	QLFY	NWBN
SEX	H W B A I N	HEALTH
DSTR	ID GEN	
PER	RB	

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CASE-INITIATED ACTIONS
Aid Type Change
August 24, 2007

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Aid Type Change	TD01 ENT RSN	Enter H.
	TD01 AID MED AID	Enter the correct AID and MED AID code. For valid aid types, see 14-B-Appendix, TD01 AID and MED AID.
	TD01 AID CHG DT MED CHG DT	Enter the first day of the next system month. Change aid types for previous Medicaid eligibility with form 470-0397, *Request for Special Update*, only if the client will get **more** Medicaid eligibility than with the previous aid type. Example: The member gets "more" eligibility if the new aid type is a Medicaid coverage group. Otherwise, retroactive changing of aid types has no reliable effect on Medicaid eligibility or funding.
Adding a Person to a Case for an Active Program		If adding a person to a case will cause the number of people associated with that case to be more than 16, close the original FBU and open a new FBU with only the active current and new household members. If there are more than 16 active members, contact DHS SPIRS Help Desk for assistance. Income and deductions displayed follow the state ID number (even from another case), unless they are removed or replaced.

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Adding a Person to a Case…   **Title 14** Management Information
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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Addng a Person to a Case for an Active Program (Cont.)		When adding a person to an active program, remember to review the program data (TD01, TD05, and RSCM), to see if changes are needed. If changing the codes will cause a recalculation of current month's eligibility, make the TD05 and RSCM changes in one step. Make the rest of the entries in this case action in a second step. To add a newborn child to a case, see Newborn Children of IowaCare-Eligible Mothers for coding. Do not add a person to IowaCare at the same time you make entries to cancel another person on the case from IowaCare. **Note:** People cannot be pended on the individual line for a program that is currently active. See Making a Considered Person Active on an Ongoing Case for more instructions.
	TD03	Enter the data for the new person, including state ID information, any needed demographic information, and any codes applicable to the IowaCare program. See 14-B-Appendix, TD03, for valid codes. Enter information on people who are not eligible but who are considered.
	TD03 ENTRY RSN	Enter A or C.
	TD03 STATE ID	Enter the person's state ID number. Assign an ID number, if necessary. See State ID Numbers: Assigning State IDs.

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Adding a Person to a Case…

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Addng a Person to a Case for an Active Program (Cont.)	TD03	FIRST NAME	Enter the person's first name, without punctuation. See 14-B-Appendix, TD03 FIRST NAME.
	TD03	LAST NAME	Enter the person's last name, with no punctuation or spaces. See 14-B-Appendix, TD03 LAST NAME.
	TD03	TI	Enter the person's title, without punctuation. See 14-B-Appendix, TD03 TI.
	TD03	BIRTH	Enter the person's eight-digit date of birth. Enter in MMDDCCYY format.
	TD03	ST	For children only, enter the two-letter abbreviation for the state where the child was born. See 14-B-Appendix, TD03 ST.
	TD03	SEX	Enter F or M.
	TD03	PER	Enter the person number that indicates the person's case identification. For codes, see 14-B-Appendix, TD03 PER.
	TD03	CIT	Enter the code that identifies the person's citizenship. See the field help screen or 14-B-Appendix, TD03 CIT.
	TD03	US	If applicable for the program, enter the person's verification documentation code for citizenship. See 14-B-Appendix, TD03 US.
	TD03	ID	If applicable for the program, enter the person's verification documentation code for identify. See 14-B-Appendix, TD03 ID.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Addng a Person to a Case for an Active Program (Cont.)	TD03 MAR	Enter the code that identifies the person's marital status. See the field help screen or 14-B-Appendix, TD03 MAR.
	TD03 REL	Enter the code that identifies the person's relationship to the case name. See the field help screen or 14-B-Appendix, TD03 REL.
	TD03 H TD03 W TD03 B TD03 A TD03 I TD03 N	Enter a "Y" in the field for each race and ethnicity chosen by the client. For field explanations, see the field help screen or 14-B-Appendix, TD03 H W B A I N.
	TD03 RB	An entry is required if the person's social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.
	TD03 SSN	Enter the person's social security number. If the person does not have a social security number but has applied for one, enter all nines. Enter all zeros only when an application for a number has not been made or is not required. Railroad Retirement claim numbers begin with the first space of the field and continue into the SSN CLAIM NO field.
	TD03 SSN CLAIM NO	See 14-B-Appendix, TD03 SSN and TD03 SSN CLAIM NO, for instructions.
	TD03 MP	For a Medicare-eligible person, indicate if the person is paying a Medicare premium: Y Yes N No

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Adding a Person to a Case for an Active Program (Cont.)	TD03 MED RSN	Enter a notice reason for each person, whether eligible or denied. Do not enter a code for considered people. See 14-B-Appendix, NOTICE CODES. Enter notice reason code 933 when adding eligible people, but not for considered people or newborns.
	TD03 MED ST	Enter A or C.
	TD03 MED DATE	Do not add a person with a date earlier than the last program positive date. If a considered person is changed to an eligible person, enter the start date in TD03, MED DATE field.
	TD03 FUND	The fund code is required for all IowaCare eligible or considered people. You must enter a code unless the correct fund code already appears on the master screen. See 14-B-Appendix, TD03 FUND, for codes.
	TD03 UNB	Enter the unborn code for any pregnant woman on initial and subsequent approvals. For codes, see 14-B-Appendix, TD03 UNB.
	TD03 UNB/DUE	Enter the due date for the unborn child.
	TD03 NWBN	If applicable, enter a code for each child. See 14-B-Appendix, TD03 NWBN.
	TD03 HEALTH	Enter the applicable code if supplemental coverage is Medicare. For codes, see 14-B-Appendix, TD03 HEALTH.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application	TD01	If this is a new case, see Case Numbering for information. You may use a closed case and change the aid type to 60-E or 60-P. Do not add 60-E or 60-P to an active FA or FIP case.

If both husband and wife have applied or would be a considered person, create only one case.

See Sanctions, Excluded Persons, or Ineligible Aliens for specialized case actions.

If this is not a new case but it was not previously pended, enter changes to the existing case in the applicable fields.

If the case was previously pended, do not reenter the MED APP DT.

The MED status rolls to any person previously coded pending for IowaCare on TD03. |
	TD01 ENT RSN	Enter A or H.
	TD01 CO/WKR	Enter the two-digit county number. Enter the four-character worker number. For more information, see 14-B-Appendix, TD01 CO and TD01 WKR.
	TD01 INFO	Enter information pertaining to the case.
	TD01 ENT RSN	Enter A.
	TD01 AID
MED AID	Enter a valid aid type. See 14-B-Appendix, TD01 AID and TD01 MED AID, for codes.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	TD01	AID CHG DT MED CHG DT	If the AID or MED AID field is changed, enter the date in MM01YY format.
	TD01	CO RES	Enter the two-digit number for the county where the applicant resides.
	TD01	PHONE	Enter the three-digit area code and the seven-digit phone number.
	TD01	EN RSN	Enter A.
	TD01	CASE: LAST	Enter the case last name without or let the system enter it from the CNID entry. Do not include punctuation or leave spaces. See 14-B-Appendix, TD01 CASE: LAST.
	TD01	CASE: FIRST	Enter the case first name or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: FIRST.
	TD01	CASE: INIT	Enter the case name person's middle initial. Do not include punctuation. See 14-B-Appendix, TD01 CASE: INIT.
	TD01	CASE: TITLE	If applicable, enter the title abbreviation, or let the system enter it from the CNID entry. Do not include punctuation. See 14-B-Appendix, TD01 CASE: TITLE.
	TD01	PAYEE/ADDR	Enter the name of the person to whom the payment is made on the household's behalf. Do not include punctuation
	TD01	PAYEE/MOD	If required for the application, enter the payee modifier code. See 14-B-Appendix, TD01 PAYEE/MOD. If the code is displayed on the screen but is no longer valid, remove it. (See Removing Data.)

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	TD01	CNID	Enter the state ID number of the "case name" person. Entry in this field updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID.
	TD01	ADDRESS1	If the PAYEE/MOD field is used, enter the CASE NAME.
			If the PAYEE/MOD is not used, enter the first line of the client's address, with no punctuation. See 14-B-Appendix, TD01 ADDRESS1.
	TD01	ADDRESS2	Enter the street address, with no punctuation. See 14-B-Appendix, TD01 ADDRESS2.
	TD01	CITY	Enter the name of the city, with no punctuation.
	TD01	STATE	Enter the abbreviation for the state.
	TD01	ZIP	Enter the five-digit zip code.
	TD05	MED	Complete these fields if the case was not previously pended.
			If the case was previously pended, you don't need to reenter the MED APP DT. The MED STATUS rolls to any person previously coded pending for IowaCare on TD03. See Responsible Relatives for additional information.
			Complete all other coding on TD05 and TD03 for IowaCare. See 14-B-Appendix, TD05 MED and TD03, for valid codes.
	TD05	MED ENTRY RSN	Enter A.

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CASE-INITIATED ACTIONS

Approving an Application

Revised January 11, 2008

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	TD05	MED STATUS	Enter A.
	TD05	MED APP DT	Enter the date that the IowaCare initial application or reapplication was received in the local office, in MMDDYY format. This must be a current or prior date.
	TD05	MED POS DT	Enter the date that the applicant becomes eligible for IowaCare, in MMDDYY format.
	TD05	MED AD	Entry is required when entering an "A" MED STATUS. Use code "A" for applications processed by the 30th day. For applications processed after the 30th day, enter the reason for the delay.
	TD05	MED MR	Enter N.
	RSCM		Enter RSCM screens from the month of the MED positive date forward. The months entered must include the next system month. They cannot be further in the future than the next system month.
	RSCM	BENEFIT MONTH	Select the applicable RSCM screen by entering the month. Use MMYY format.
	RSCM	CASH ON HAND CHECKING ACCT SAVINGS ACCT STOCKS/BONDS/ CERTIFICATES REAL ESTATE COUNTABLE VEHICLE AMT LIFE INSURANCE CONTRACTS TOOLS OTHER	Enter the countable amount for each specific type of resource listed. If the countable resources are zero, enter zeroes in the fields for at least one of the types.

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	RSCM	APPLICANT/ PARTICIPANT OVERRIDE	Enter a code to change the decision the system makes on which resource limit to use. Valid codes are: A Applicant P Participant
	TD03		Enter any needed demographic information. See 14-B-Appendix, TD03 for codes. Complete all TD03 coding applicable to IowaCare.
	TD03	ENTRY RSN	Enter A.
	TD03	STATE ID	Enter the person's state ID number. Assign an ID number if necessary. See State ID Numbers: Assigning State IDs.
	TD03	FIRST NAME	Enter the person's first name. Do not include punctuation. See 14-B-Appendix, TD03 FIRST NAME.
	TD03	LAST NAME	Enter the person's last name. Do not enter punctuation or leave spaces in the name. See 14-B-Appendix, TD03 LAST NAME.
	TD03	TI	Enter the person's title, with no punctuation. See 14-B-Appendix, TD03 TI.
	TD03	BIRTH	Enter the person's eight-digit date of birth (MMDDCCYY format).
	TD03	ST	Complete this field for children only. Enter the two-letter abbreviation for the state in which the child was born. See 14-B-Appendix, TD03 ST.
	TD03	SEX	Enter "F" for female or "M" for male.

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	TD03	PER	Enter the person number for the person's case identification. See 14-B-Appendix, TD03 PER, for valid codes.
	TD03	CIT	Enter the code that identifies the person's citizenship. See the field help screen or 14-B-Appendix, TD03 CIT.
	TD03	US	Enter the person's verification documentation code for citizenship. See 14-B-Appendix, TD03 US.
	TD03	ID	Enter the person's verification documentation code for identify. See 14-B-Appendix, TD03 ID.
	TD03	MAR	Enter the code that identifies the person's marital status. See 14-B-Appendix, TD03 MAR.
	TD03	REL	Enter the code that identifies the person's relationship to the case name. See the field help screen or 14-B-Appendix, TD03 REL.
	TD03 TD03 TD03 TD03 TD03 TD03	H W B A I N	Enter a "Y" in the field for each race and ethnicity chosen by the client. For field explanations, see the field help screen or 14-B-Appendix, TD03 H W B A I N.
	TD03	RB	An entry is required if the person's social security number (SSN) is all zeros, either: Y Due to religious beliefs, or N Not due to religious beliefs.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving and Application (Cont.)	TD03 SSN	Enter the person's nine-digit social security number. If the person does not have a number but has applied for one, enter all nines. Enter all zeros only when application has not been made or is not required.
	TD03 SSN CLAIM NO	Railroad Retirement claim numbers begin with the first space of the field and continue into the SSN CLAIM NO field. For instructions, see 14-B-Appendix, TD03 SSN CLAIM NO.
	TD03 MP	If the person is eligible for Medicare, enter the code that tells whether the person is paying a Medicare premium. When the state begins to pay the premium, the buy-in process changes the code. Codes are: Y Yes N No
	TD03 MED ST	If the program was not pended before approval, enter the status for: ♦ Each person included in the IowaCare approval. ♦ Each ineligible person whose income is considered for the program. ♦ Any person being denied. ♦ Any excluded person. (Enter F.) ♦ Any sanctioned person. (Enter I.) See 14-B-Appendix, TD03 MED ST, for valid codes. Denials may be recorded for individuals on TD03 when IowaCare is approved for other individuals.

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	TD03	MED RSN	Enter notice reasons for any IowaCare denials of individuals. See 14-B-Appendix, NOTICE CODES. The system-generated program approval covers all individuals approved.
	TD03	FUND	The fund code must be entered unless the correct fund code already appears on the master. See 14-B-Appendix, TD03 FUND, for valid codes.
			Note: Enter "S" for excluded or sanctioned persons and ineligible aliens. See Excluded Persons, Ineligible Aliens, or Sanctions for specialized case actions for these people.
	TD03	MED DIS	For sanctioned individuals, enter 00.
	TD03	UNB	Enter the unborn code for any pregnant woman on initial and subsequent approvals. Use the number of unborn children that should be considered in the household size. See 14-B-Appendix, TD03 UNB.
	TD03	UNB/DUE	Enter the due date for the unborn child.
	TD03	NWBN	If applicable, enter a code for each child. See 14-B-Appendix, TD03 NWBN.
	TD03	HEALTH	Enter code for the applicable supplemental coverage. For list of valid codes, see 14-B-Appendix, TD03 HEALTH.
	BCW2		Make BCW2 entries for each month of the application process for any person in or considered for the eligible group. Income for each month must be the same.

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving an Application (Cont.)	BCW2		Enter "C" in the program indicator field. Enter "A" in the E/B fields. See Entering Income for more information.
			On ABC-calculated programs, the system completes the eligibility determination. If the system determines program ineligibility, it overrides the worker's status entry and generates a notice.
	BCW2	CASE, PREP WKR, PREP DT, SEQ, CO/WKR, OVERRIDE, STATUS	System-generated.
	BCW2	STATE ID	Enter the state identification number of the person who has income.
	BCW2	ENTRY RSN	Enter H.
	BCW2	BENEFIT MO	Enter the month associated with the IowaCare income and deductions, in MMYY format.
	BCW2	THRU MO	Enter the last month in date range to generate multiple identical BCW2s.
	BCW2	PI	Enter C.
	BCW2	E/B	Enter A.
	BCW2	EARNED 1-5	Enter the earned income amounts.
	BCW2	OTHER EI	Enter the total amount of monthly net self-employment income.
	BCW2	SR	Enter code "1" for self-employed.
	BCW2	UNEARNED 1-4	Enter unearned income amounts.
	BCW2	OTHER UI	Enter unearned income amounts.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Approving an Application (Cont.)	BCW2 SR (1-4)	Enter unearned income source code. See 14-B-Appendix, BCW2 SR(1-4).
	BCW2 DEDUCT 5	Enter amount of **hawk-i** premium.
	BCW2 DEDUCT 6	Enter the amount of unpaid medical bills for pregnant woman.
Issuing IowaCare Renewal Application		When IowaCare is active at ABC cutoff, the ABC system automatically generates *IowaCare Renewal Applications* on the day after timely notice of the month before the next review date and prints the applicable messages.
		When you need to generate an *IowaCare Renewal Application*, coding is as follows:
	TD01 ENT RSN	Enter code H.
	TD01 MR DEMAND 1 OR 2 MO	Enter the processing month for the *IowaCare Renewal Application*.
	TD01 MR DEMAND 1 OR 2 CD	Enter an "I" for *IowaCare Renewal Application* requested.
	TD01 MR DEMAND 1 OR 2 DT	Enter the date the *IowaCare Renewal Application* is due from the household.
		You must track *IowaCare Renewal Application* with due dates for timely return from the client. You can use ticklers to track due dates. See 14-B(4), LF01, for information on entering ticklers.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Canceling Ongoing Eligibility			
Program	TD05	MED ENTRY RSN	Enter G.
	TD05	MED STATUS	Enter N.
	TD05	MED RSN2	Enter the applicable code. Do not use notice reason code 613 (reported death).
Due to Death			
Program	TD05	MED ENTRY RSN	Enter M.
	TD05	MED STATUS	Enter N.
	TD05	MED RSN2	Enter notice reason code 613.
	TD05	MED DATE	Enter the date of death. If the person is associated with more than one case, the system: ♦ Removes the person from all cases with the person in an active status. ♦ Recalculates benefits. ♦ Sends notices, when appropriate. ♦ Issues message reason 970 to you.
Individual			**Note:** If the case consists of one person, you can use the program entries only.
	TD03	ENTRY RSN	Enter M.
	TD03	MED ST	Enter N.
	TD03	MED RSN	Enter notice reason code 613.
	TD03	MED DATE	Enter the date of death. The system recalculates benefits and sends a notice when appropriate.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Canceling Ongoing Eligibility**
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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Individual (Cont.)	TD01		If the case remains open and the deceased person's state ID number was in the CNID field, TD01 entries are required.
	TD01	ENTRY RSN	Enter H.
	TD01	CNID	Enter a new case name ID. This updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID.
Due to Non-Payment of Premium			If the member fails to pay the assessed premium or declare hardship by the date the premium is due, the system will cancel benefits effective the last day of the next calendar month.
Individuals			Do not cancel individuals from IowaCare at the same time you make entries to add other individuals to Medicaid on the case. **Note:** See Sanctions or Excluded Persons for specialized case actions.
	TD01		If the person's state ID number was the case name ID on the TD01 CNID field, TD01 entries are required.
	TD01	ENTRY RSN	Enter H.
	TD01	CNID	Enter the state ID number of the new "case name" person. This entry updates the case name fields. See Case Name ID and 14-B-Appendix, TD01 CNID.
	TD03	ENTRY RSN	Enter G or H.
	TD03	MED ST	Enter N. See Sanctions or Excluded Persons for specialized case actions.
	TD03	MED RSN	Enter code for notice. See 14-B-Appendix, NOTICE CODES.

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ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Issuing Another Notice Regarding New Information			Use these instructions when a case has been canceled for one reason but ineligibility exists for another reason, and you can give timely notice of the new reason for cancellation.
	TD05	MED ENTRY RSN	Enter "R" (send notice only). When "R" is used, no other entries are allowed on that case in that day's processing.
	TD05	MED RSN1	Enter reason code 171.
	TD05	MED RSN2	Enter the applicable code. See 14-B-Appendix, NOTICE CODES.
Case Name ID	TD01	CNID	All cases require a CNID. The CNID is the state identification number of the "case name" person. If appropriate, you can change the CNID by entering a new state identification number in the field. This entry will change the case name to reflect this person.
Case Numbering			Use ST01 to search for a case number with which a person's state identification number is associated. Case numbers with all programs in an inactive status can be re-used. If a case number cannot be found, assign a new case number. If state identification numbers need to be assigned, see State ID Numbers for instructions.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning Case Numbers	TD00	On the main menu screen, enter "TD01" for OPTION and the literal "NEW" for CASE #. The system assigns (left to right) a six-digit serial number, an FBU, a MULT, and a check digit. On a new case, the entry reasons must all be "A," except on TD01, where the system changes a new case's entry reason to "A" if another valid code is entered.
	TD01 PREP WKR	Enter the worker number of the person making the entries. PREP WORKER needs to be entered only on a new case. Depending on the action being taken, see Pending an Application, Approving an Application, or Denying an Application, to complete the case coding.
Establishing FBUs		It may be necessary to establish a separate case for various eligible groups in a household. The FBU portion of an existing case number can be changed to assign a case number that is identical to the first six-digits of the other cases for the household. There is no connection between cases with the same first six-digits; the numbering is only for worker convenience.
	TD01 CASE NUMBER	To establish an additional FBU, enter the case number consisting of the original six-digit serial number, the new FBU, and zero in the ninth position. The system will assign the check digit (tenth position). Enter other data as in any other new case.

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Other Case Number Information		For information on cases dropped from the system see 14-B(4), <u>DROPPED CASES ON-LINE DISPLAY</u>.
Change Premium		
Decrease	BCW2	A BCW2 may be entered to cause a calculation to decrease the premium for the "next" system month.
Using MIPC	MIPC	Make changes on the MIPC screen to increase **or** decrease the premium for a current or prior month Manually issue an NOD. **Note:** If the B/U field on the MIPC screen displays a "B" for a "blocked" month, the person has chosen to have no eligibility for this prior month. No change can be made to the premium unless the B/U field is "unblocked." To decrease a premium on the current month or a prior month, enter the lower premium amount in the NEW PREM field. Make entries in the UNEARNED INCOME, EARNED INCOME, and PCT POV fields. To increase a premium amount on the current month or a prior month, first add a block to the months that need to be changed. Make the following entries: Day 1:
	MIPC STATE ID	Enter the state identification number and press the ENTER key.

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ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Using MIPC (Cont.)	MIPC ELIG MONTH	Place the cursor on the line of the month that requires a change.
	MIPC B/U	Enter a "B" to "block" the month and press the ENTER key.
		Day 2:
	MIPC STATE ID	Enter the state identification number and press the ENTER key.
	MIPC ELIG MONTH	Place the cursor on the line of the month that requires a change.
	MIPC NEW PREM	Enter the new three-digit premium amount, with a leading zero if necessary.
	MIPC B/U	Enter a "U" to "unblock" the months.
	MIPC UNEARNED INCOME EARNED INCOME PCT POV	**Note:** If an amount is entered on the wrong line, space out the amount using the spacebar key. **Do not use zeros**.
	MIPC UNEARNED INCOME	Enter the eight-digit amount of unearned income. Include any leading zeros required, the dollar amount, a decimal point, and any cent amount (e.g., if income is $333.33, the entry would be 00333.33).
	MIPC EARNED INCOME	Enter the eight-digit amount of earned income. Include any leading zeros required, the dollar amount, a decimal point, and any cent amount (e.g., if income is $333.33, the entry would be 00333.33).
	MIPC PCT POV	Enter the three-digit percentage of poverty. If the percentage of poverty is only two digits, insert a leading zero. Press the ENTER key.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Continuing Assistance When a Timely Appeal Is Filed	TD05 RSCM TD03	When a timely appeal is filed on an adverse action that was entered on the system, make entries to return the program or people to the status that existed before the action.
	TD01 CNID	Enter the state ID number associated to the case name if it is missing.
	BCW SCREENS	Change the income or deductions to cause continuation of assistance as appropriate.
Denying an Application	TD05 MED ENTRY RSN	Enter A.
	TD05 MED STATUS	Enter M.
	TD05 MED RSN2	Enter the applicable reason. Do not use notice reason code 613 (death). See 14-B-Appendix, NOTICE CODES.
	TD05 MED APP DT	If the program was not pended, enter the date the initial application or reapplication was received, in MMDDYY format.
	TD03	If the program and individuals were pended upon receipt of the application, the denial rolls to TD03. If the application was not pended, TD03 entries must be made on at least one household member.

Denials may be recorded for individuals on TD03 when the program approval is coded for the case.

However, do not enter retroactive Medicaid on TD05 and deny a person on TD03 in the same day's entries. First, deny the person. On the next day, enter the retroactive eligibility as instructed at Retroactive IowaCare Eligibility. |

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Denying an Application (Cont.)		Enter needed demographic information if it does not exist or is not correct. See 14-B-Appendix, TD03, for valid codes.
	TD03 ENTRY RSN	Enter A.
	TD03 MED ST	Enter M.
Entering Income		Select the applicable BCW2s by entering the person's state ID, the BEN MO (the month for which the income is to count), and a program indicator of "C."
		Before making income entries, review existing income data on the BCW2 screens for the month, program, and calculation purposes.
		Income must be the same for all months of the application process. If the income varies, annualize it and divide by 12.
Application	BCW2	Enter BCW2s for each month of the application process for which there is non-exempt income and financial eligibility is to be determined. **Note:** You cannot enter BCW2s on a pending application.
		If income is not entered or is not already in the system for a month in the application process, the system assumes there is no income for that month.
	BCW2 ENTRY RSN	Enter G or H.
	BCW2 BENEFIT MO	Enter the month associated with the IowaCare income, in MMDDYY format.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Application (Cont.)	BCW2 THRU MO	Enter the last month in the date range to generate multiple identical BCW2s.
	BCW2 PI	Enter C.
	BCW2 E/B	Enter the codes for the budgeting procedures required for the case situation: E Eligibility calculation A All (both) calculations
Earned Income	BCW2 EARNED 1-5	Enter the projected amount of each paycheck, beginning with the first earned income field, or enter the projected monthly income in the first earned income field.
	BCW2 OTHER EI	Enter the total amount of monthly net self-employed income.
	BCW2 SR	Enter "1."
	BCW2 UNEARN 1-4	Enter the amount of the person's unearned income.
	BCW2 OTHER UI	Enter the amount of other unearned income.
	BCW2 SR(1-4)	Enter the code that indicates the source of the unearned income in the first position. See 14-B-Appendix, BCW2 SR(1-4).
Social Security Income	BCW2 STATE ID BCW2 ENTRY RSN BCW2 BENEFIT MO BCW2 PI BCW2 E/B BCW2 UNEARN 1-4 BCW2 SR 1-4	Enter a social security amount for each person receiving social security income. Social security payment for a child or several children is usually sent to the parent in one check. Determine the benefit amount for each person and enter it with each person's state ID number.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Entering Income**
Chapter B(10) IowaCare Case Actions   August 24, 2007

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Unearned Income: Combining Amounts	BCW2	UNEARN 1-4, OTHER UI	BCW2 has five fields for unearned income amounts and source codes. If a person has more than five sources of unearned income, two or more can be combined and entered in one amount field.
	BCW2	SR 1-4	Code the SR field "X."
Excluded Persons	TD03	ENTRY RSN	Enter A or C.
	TD03	MED ST	Enter F.
	TD03	FUND	Enter 7.
Ineligible Aliens	TD01 RSCM BCW2	MED AID	When adding an ineligible alien to a case be certain to review the MED AID type, RSCM and BCW2 screens for the ineligible alien or household and update them, if appropriate. **Note:** Do not pend an ineligible alien. Do not make ineligible alien children "considered" persons in the household.
Adding an Ineligible Alien	TD03		Enter any demographic information needed. See 14-B-Appendix, TD03, for valid codes.
	TD03	ENTRY RSN	Enter A.
	TD03	MED ST	Enter F.
	TD03	MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	FUND	Enter S.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Approving a Case with an Ineligible Alien	TD03		Enter any demographic information needed. See 14-B-Appendix, TD03, for valid codes.
	TD03	ENTRY RSN	Enter A.
	TD03	MED ST	Enter F.
	TD03	MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	FUND	Enter S.
Canceling an Ineligible Alien			<u>Individual</u>
	TD03		Enter any demographic information needed. See 14-B-Appendix, TD03, for valid codes.
	TD03	ENTRY RSN	Enter G.
	TD03	MED ST	Enter N.
	TD03	MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES.
			Note: After these entries update, the MED ST code will update to F and the FUND code to 9.
			<u>Program</u>
	TD05	MED ENTRY	Enter G.
	TD05	MED STATUS	Enter N.
	TD05	RSN2	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Changing Medical Status			Make sure the IowaCare aid type is correct.
			Update any demographic information needed for the person.
	TD03	ENTRY RSN	Enter A or C.
	TD03	MED ST	Enter A or C.
	TD03	MED RSN	When the person will remain as a considered person, do not enter a notice reason. When the person will be eligible for Medicaid, enter a notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	MED DATE	Enter the date the medical status changes.
	TD03	FUND	Enter the appropriate fund code. See 14-B-Appendix, TD03 FUND.
Reopening an Ineligible Alien	TD03	ENTRY RSN	Enter C.
	TD03	MED ST	Enter F.
	TD03	MED RSN	Re-enter the notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	MED DATE	If only the ineligible alien is being reopened, enter the date.
	TD03	FUND	Enter S.

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
IowaCare Cards			
Issuance			IowaCare Card is automatically generated to eligible people for all months when the ABC system is used to determine eligibility.
Replacement			Cards may need to be replaced or duplicated. The person must be active on SSNI before the card can be issued. Make these entries:
	TD3	ENTRY RSN	Enter H.
	TD03	ID GEN	Enter "C" to generate a replacement IowaCare card.
Making a Considered Person Active on an Ongoing Case	TD03	ENTRY	Enter H.
	TD03	MED ST	No entry is required unless you need to make a new entry to change an "I" or an "F" medical status. See Excluded Persons, Ineligible Aliens, or Sanctions for instructions.
	TD03	MED RSN	Enter notice reason code 933.
	TD03	MED DATE	Enter the appropriate date in MMDDYY format.
	TD03	FUND	Enter a valid fund code. See 14-B-Appendix, TD03 FUND.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Newborn Children of IowaCare-Eligible Mothers**
Chapter B(10) IowaCare Case Actions   August 24, 2007

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Newborn Children of IowaCare-Eligible Mothers			A child in "newborn status" remains eligible for 60 days after birth. Enter a tickler to cancel eligibility after 60 days.
	TD03		Assign a state ID to the newborn. See State ID Numbers: Assigning State IDs.
	TD03	ENTRY RSN	Enter A.
	TD03		Enter any demographic information needed. See 14-B-Appendix, TD03, for valid codes.
	TD03	MED ST	Enter A.
	TD03	MED RSN	Enter notice reason code 933.
	TD03	MED DATE	The start date can be no earlier than the first day of the second prior system month. Do not add a person with a positive date earlier than the last program positive date.
	TD03	FUND	Enter C.
	TD03	LIMIT	The limit date must be equal to the birth date plus 60 days.
	TD03	UNB	A child in newborn status is not counted in the household size. Zero out the code on the IowaCare-eligible mother's UNB field and zero out the UNB/DUE field on TD03 after the birth of the newborn.
	TD03	NWBN	Enter code "Y" for each child who is receiving IowaCare as a newborn child of a IowaCare-eligible mother. Enter code "N" for each child who is not receiving IowaCare as a newborn child.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Pending an Application	TD01 TD01 AID TD01 MED AID TD01 CO RES TD01 CNID	For a new case, see Case Numbering: Assigning Case Numbers and Case Name ID to complete TD01 case identifying information. If you have an application with an excluded person or a sanctioned person, do not pend these individuals. See Excluded Persons or Sanctions for instructions. See 14-B-Appendix, TD01 Case Information and TD01: Section I, Identification, to complete screen.
	TD01 ENTRY RSN	Enter A or H.
	TD01 AID CHG DT TD01 MED CHG DT	If this is not a new case, see Aid Type Change.
	TD05 MED ENTRY RSN	Enter A.
	TD05 MED STATUS	Enter D.
	TD05 MED APP DT	Enter the date the application was received in the local office.
	TD05 MED MR	Enter N.
	TD03 ENTRY RSN	Enter A.
	TD03	Enter any demographic information needed. See 14-B-Appendix, TD03, for valid codes.
	TD03 MED ST	Enter D.
	TD03 FUND	Enter the applicable code. See 14-B-Appendix, TD03 FUND, for codes.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Pending an Application**
Chapter B(10) IowaCare Case Actions   Revised August 29, 2008

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Responsible Relatives		"Responsible" relatives (spouse, step-parent, self-supporting parents, dependent child, unborn child, and ineligible family members) can be pended.
	TD03	The TD03 coding in the pending process is the same as for members of the eligible group. However, take care at the time of approval to apply different MED ST codes and FUND codes to responsible relatives.
	TD03 MED ST	Enter D.
	TD03 FUND	Enter S or 7.
		If the responsible relatives are already pended, you must enter the applicable status code when approving program.
		Note: If the appropriate status code is not entered, the approval coding will roll and activate the responsible relatives in error.
Renewal		If the program is active or there will not be a break in assistance when the IowaCare renewal application is approved, make these entries before cutoff of the last month of the current certification period.
	TD05 MED ENTRY RSN	Enter H.
	TD05 MED RSN1	Enter notice reason code 422.
	TD05 MED POS DT	Enter the first day of the first month of the new certification period.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Renewal (Cont.)	TD05 MED LAST REV	Reenter the last month of current certification period.
	TD05 FAC ENTRY RSN	Enter H on IowaCare /MHI case only.
	TD05 FAC LAST REV	Enter the last month of the current certification period for an IowaCare/MHI renewal.
	BCW2	If any person in or considered for the eligible group has income, make BCW2 income and deduction entries for the positive date month and the next system month. See Entering Income for more information.
	BCW2 PI	Enter C.
	BCW2 E/B	Enter A.
		The system completes the eligibility determination. If the system determines ineligibility, it overrides the worker's status entry and generates a notice.

Iowa Department of Human Services
Title 14 Management Information
Chapter B(10) IowaCare Case Actions

CASE-INITIATED ACTIONS
Reopening After a Break in Assistance
Revised October 5, 2007

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Reopening After a Break in Assistance			See Approving an Application.
Reopening When Premium Is Paid			Follow this procedure when payment was postmarked no later than the last working day in the month following the due date.
	TD05	MED ENTRY RSN	Enter C.
	TD05	MED STATUS	Enter C.
	TD05	POS DT	Enter in MM/DD/YY format the first day of the month the program is reopened..
	TD03	ENTRY RSN	Enter C.
	TD03	MED ST	Enter C.
	TD03	FUND	Check that fund code is correct. See 14-B Appendix, TD03 FUND.
	BCW2		Repeat income entered on BCW2 unless income has decreased. If income decreases, enter lower income amount.
Removing Data			Use these instructions only when you must remove data without entering new data. In a field that allows any letter codes, use the space bar to remove the data. In a field that allows only numbers, use zeroes to remove other numbers.
	TD03	SSN	**Exception:** Enter zeroes if no application has been made for a social security number. Enter nines if application for a number has been made.

CASE-INITIATED ACTIONS   Iowa Department of Human Services
Retroactive IowaCare Eligibility   **Title 14** Management Information
August 24, 2007   **Chapter B(10)** IowaCare Case Actions

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Retroactive IowaCare Eligibility	TD01	MED AID	The system calculates retroactive IowaCare eligibility if entered when application is processed. The retroactive month is determined from the APP DT
	TD05	MED ENTRY RSN	Enter "A" to process retroactive eligibility with an application.
	TD05	MED STATUS	Enter "A" on applications.
	TD05	RETRO	Enter the code for one prior month retroactive eligibility.
	BCW2		If there is income, you must enter a separate BCW2 for the retroactive month. Income must match the ongoing months. Use the THRU MO field to generate multiple, identical BCW2s. The system will generate BCW2s for each month from the date in the BEN MO field through the date in the THRU MO field. If the THRU MO field is blank or 00 00, the system will generate a single BCW2 for the month entered in the BEN MO field. If the case is approved, the system can determine the retroactive month. The system does not examine retroactive IowaCare when you deny the application. The system generates the notice and IowaCare card.
	BCW2	ENTRY RSN	Enter H.
	BCW2	BEN MO	Enter the applicable month in MMYY format.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Retroactive IowaCare Eligibility**
Chapter B(10) IowaCare Case Actions   August 24, 2007

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Retroactive IowaCare Eligibility (Cont.)	BCW2	THRU MO	Enter the last month in date range to generate multiple identical BCW2s.
	BCW2	PI	Enter C.
	BCW2	E/B	All countable income must be entered with an E/B code of "A" for the retroactive month. Income entered must be the same for all months of the application process.
	BCW2	DEDUCT5	Enter amount of **hawk-i** premium.
	BCW2	DEDUCT6	Enter the amount of unpaid medical bills for pregnant women.
Sanctions			Sanction case actions apply to the following aid types: 37-7, 60-E, and 60-P.
	TD01 RSCM BCW2	MED AID	When adding a sanctioned person to a case, review the MED AID type, RSCM, and BCW2 screens for the sanctioned person or household and update, if appropriate. **Note:** Do not pend a sanctioned person.
Adding a Sanction on a Person	TD03	ENTRY RSN	Enter G.
	TD03	MED ST	Enter I.
	TD03	MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	FUND	Enter S.
	TD03	MED DIS	Enter 00.

CASE-INITIATED ACTIONS   Iowa Department of Human Services
Sanctions   **Title 14** Management Information
August 24, 2007   **Chapter B(10)** IowaCare Case Actions

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Adding a Sanction on a Case	TD05	MED ENTRY RSN	Enter G.
	TD05	MED ST	Enter I.
	TD05	RSN2	Enter the case notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD05	MED NEG DT	When using the MED ST code of "I," you must enter the date IowaCare will cancel.
Approving an Application with a Sanctioned Person	TD03	ENTRY RSN	Enter A.
	TD03	MED ST	Enter I.
	TD03	MED RSN	Re-enter the existing sanction notice reason code.
	TD03	FUND	Enter S.
	TD03	MED DIS	Enter 00.
Canceling the Sanctioned Person	TD03	ENTRY RSN	Enter G.
	TD03	MED ST	Enter N.
	TD03	MED RSN	Enter the notice reason code. See 14-B-Appendix, NOTICE CODES. **Note:** After these entries update, the system will change the person's medical status to an "I" and the fund code to a "9."
Failure to Comply with Third-Party Liability			If a person fails to comply with instructions from the Third-Party Liability Unit, sanction that person's IowaCare eligibility. This action requires timely notice. See Sanctions for instructions.
	TD03	ENTRY RSN	Enter G.
	TD03	MED ST	Enter I.

Iowa Department of Human Services   **CASE-INITIATED ACTIONS**
Title 14 Management Information   **Sanctions**
Chapter B(10) IowaCare Case Actions   August 24, 2007

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Failure to Comply with Third-Party Liability (Cont.)	TD03	MED RSN	Enter notice reason code 960.
	TD03	FUND	Enter S.
	TD03	MED DIS	Enter 00.
			When there is only one person on the case, use these instructions to close the program line after the individual entries update. Then enter the following:
	TD05	MED ENTRY RSN	Enter G.
	TD05	MED STATUS	Enter N.
	TD05	MED RSN2	Enter 000. Do not enter notice reason code 960, since notice has been issued.
Failure to Cooperate with Investigation			Program
	TD05	MED ENTRY RSN	Enter G.
	TD05	MED STATUS	Enter I.
	TD05	MED RSN2	Enter notice reason code 203.
	TD05	MED NEG DATE	Enter the date the case will cancel.
Failure to Cooperate with Quality Control	TD05	MED ENTRY RSN	Enter G.
	TD05	MED STATUS	Enter I.
	TD05	MED RSN2	Enter notice reason code 203.
	TD05	MED NEG DATE	Enter the date the case will cancel.

CASE-INITIATED ACTIONS   Iowa Department of Human Services
Sanctions   **Title 14** Management Information
August 24, 2007   **Chapter B(10)** IowaCare Case Actions

ACTION	SCREEN FIELDS USED		INSTRUCTIONS
Lifting a Sanction	TD03		No entry is needed when the person will have considered person fund code "S."
	TD03	ENTRY RSN	Enter A or C.
	TD03	MED ST	Enter A or C.
	TD03	MED RSN	Enter the applicable notice reason code. See 14-B-Appendix, NOTICE CODES.
	TD03	MED DATE	Enter the date the person is eligible (the first day of the month that the person cooperated). If before the current system month, use the RETR screen. See 14-C.
	TD03	FUND	Enter the applicable fund code. See 14-B-Appendix, TD03 FUND.
Reinstating Person with an Existing Sanction	TD03	ENTRY RSN	Enter B.
	TD03	MED ST	Enter I.
	TD03	MED RSN	Re-enter the existing sanction notice reason code.
	TD03	FUND	Enter S.
	TD03	MED DIS	Enter 00.
Reopening a Person with an Existing Sanction	TD03	ENTRY RSN	Enter C.
	TD03	MED ST	Enter I.
	TD03	MED RSN	Re-enter the sanction notice reason code.
	TD03	MED DATE	Enter the date. **Note:** Do not enter a date if you are reopening an entire case.
	TD03	FUND	Enter S.
	TD03	MED DIS	Enter 00.

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
State ID Numbers		When processing application or adding a person to an existing case, check ST01 to see if a state ID exists for any applicant.
	TD00 (or other screen)	Enter "ST01" for OPTION and "UNK" for the state identification number.
	ST01	Enter the person's social security number, religious beliefs (RB) indicator (if the social security number is all zeroes), name, date of birth, and sex, and select OPTION 4 in the CD/SCRN area or use the PF4 key.
		The system searches first on social security number only and then on the other data. Match the information on the person with the information on the screen.
		If a match is made, use that state ID. If the information is close, investigate further. The person may have changed a last name or be using a nickname.
		If the search does not bring up a state ID, remove all but the last name, the first letter in the first name field, and search again.
		Be very careful **not** to assign duplicate state IDs. Check both the ABC and SRS information. The person may have been on SRS, but not ABC, or vice versa. If the person has been on either system, a state ID number has been assigned.
		The county number tells where a case file was most recently located. The person may have moved, so do not assign a new state ID number solely because the county is different.

CASE-INITIATED ACTIONS   Iowa Department of Human Services
State ID Numbers   **Title 14** Management Information
August 24, 2007   **Chapter B(10)** IowaCare Case Actions

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Assigning State IDs		If there is no match, enter "NEW" in the STATE ID field, the social security number in the SSN field, a religious beliefs (RB) indicator (only if the social security number is all zeroes), full name, birth date, and sex. Press the ENTER key. To facilitate IEVS matches, the name must match the name on available Social Security Administration records. See 14-G, REQUIREMENT OF IEVS MATCHING, for additional information. Use the PF4 key to confirm the date. The system assigns a state ID number.
Correcting State IDs		If you make a mistake when assigning the state ID number, correct it by making an entry on the TD03 screen. Corrections made to the TD03 screen updates ST01. The person's name, birth date, and sex can also be corrected. Social security numbers may be corrected if the number entered is not already on the system. Corrections to the RB field on TD03 also update ST01.
Cross-Referencing State IDs		If you find that a person has more than one state identification number, send e-mail or form 470-0271, *Quality Assurance Transmittal*, to Quality Assurance to remove the incorrect number. See 6-Appendix, Quality Assurance Transmittal, Form 470-0271.

Iowa Department of Human Services
Title 14 Management Information
Chapter B(10) IowaCare Case Actions

CASE-INITIATED ACTIONS
Transferring Cases to Another County
August 24, 2007

ACTION	SCREEN FIELDS USED	INSTRUCTIONS
Transferring Cases to Another County		When an office requests case transfer, the sending office makes the transfer entries. Complete the transfer entries as soon as possible. Do not transfer a case to an office staffed less than full time. Transfer it to the designated local office.
	TD01 ENTRY RSN	Enter H.
	TD01 CO	Enter the new county's number.
	TD01 WKR	Enter the new worker number. If you don't know the new worker number, enter zeroes in the third and fourth positions.
	TD01 INFO	Enter the number of the sending county in the first two positions of the field.
	TD01 RE	Enter TR.
	TD01 LOC	Enter the county number entered in CO.
	TD01 CO RES	Enter the two-digit code for the county where the household resides.
	TD01 ENT RSN	Enter "H" in the Name/Address section.
	TD01 CNID	Enter the state ID number of the "case name" person if it is missing.
	TD01 ADDRESS 1 & 2, CITY, ST, ZIP	Enter the address changes.
	WAR1 AND WAR3	The worker receiving the case will get message 328 when these entries update. If the requesting county does not receive the case file within five working days, notify the area income maintenance administrator.

SYSTEM-INITIATED ACTIONS

Iowa Department of Human Services
Title 14 Management Information
August 24, 2007
Chapter B(10) IowaCare Case Actions

SYSTEM-INITIATED ACTIONS

ACTION	EXPLANATION
Automatic Program Closings	The IowaCare case will close at the end of the month that the certification period ends if a renewal application is not processed by ABC cutoff of the last month of the certification period. The IowaCare case will close the month following the premium due date if premium has not been paid by the ABC cutoff date following the premium due date.

STATE OF IOWA

August 24, 2007

GENERAL LETTER NO. 14-B(10)-5

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter B(10), *IOWACARE CASE ACTIONS*,
Title page, new; Contents (pages 1, 2, and 3), new; and pages 1 through 44,
new.

Summary

This new chapter gives the worker instructions on the coding necessary for the Automated
Benefit Calculation system to process case-initiated IowaCare case actions.

Effective Date

Immediately.

Material Superseded

None.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

October 5, 2007

GENERAL LETTER NO. 14-B(10)-6

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(10), *IOWACARE CASE ACTIONS*, pages 15, 16, 34, and 35, revised.

Summary

This chapter is revised to:

♦ Add language to instructions for the BCW2s under the sections, "Approving an Application," and "Reopening When Premium is Paid."

♦ Correct the instructions under the section, "Renewal With No Break in Assistance."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(10), and destroy them:

Page	Date
15, 16, 34, 35	August 24, 2007

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

October 26, 2007

GENERAL LETTER NO. 14-B(10)-7

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(10), *IOWACARE CASE ACTIONS*,
      Contents (page 1), revised; and pages 17 and 18, revised.

Summary

This chapter is revised to provide current system instructions under the section, "Issuing
IowaCare Renewal Application."

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(10), and destroy
them:

Page	Date
Contents (page 1)	August 24, 2007
17, 18	August 24, 2007

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

January 11, 2008

GENERAL LETTER NO. 14-B(10)-8

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(10), *IOWACARE CASE ACTIONS*, page 11, revised.

Summary

This chapter is revised to add the new TD05 screen field AD, "Application Detail," and instructions under the section, "CASE-INITIATED ACTIONS: Approving an Application."

Effective Date

Immediately.

Material Superseded

Remove from Employees' Manual, Title 14, Chapter B(10), page 11, dated August 24, 2007, and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance administrator.

August 29, 2008

GENERAL LETTER NO. 14-B(10)-9

ISSUED BY: Bureau of Policy Analysis and Appeals

SUBJECT: Employees' Manual, Title 14, Chapter B(10), *IOWACARE CASE ACTIONS*,
Contents (pages 1 and 2), revised; and pages 16 through 26, 30, 33, and 34,
revised.

Summary

This chapter is revised to:

♦ Consolidate information on how to change an IowaCare premium by creating a new section
called, "Change Premium." This change has caused the removal of sections, "Entering
Income: Ongoing Case if Income Decreases," and "Entering Income: Decreasing Income or
Changing Deductions for an Ongoing Program."

♦ Change language and remove entries no longer required from the section, "CASE-
INITIATED ACTIONS: Renewal."

Effective Date

Immediately

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter B(10), and destroy
them:

Page	Date
Contents (page 1)	October 26, 2007
Contents (pages 2 and 3)	August 24, 2007
16-18	October 26, 2007
19-26, 30, 33	August 24, 2007
34	October 5, 2007

Additional Information

Refer questions about this general letter to your area income maintenance administrator.